

APPENDIX 1

1.0 INSTRUCTIONS FOR COMPLETING JHA CHECKLIST

The Team Leader is responsible for completing this form with the input from all parties involved. For items 1 through 44, a YES or NO shall be checked depending on the conditions and the consensus of the team. The sequence of job steps shall also be annotated on this checklist along with any further control measures necessary. A continuation sheet may be used as necessary.

All parties involved shall enter their names in the appropriate space provided.

This checklist shall be approved upon completion by IH&S.

The Approval Matrix included on the checklist provides a list of concurrence organizations required for the Work Package approval process. If a conflict exists between this approval matrix, and the one outlined in IWCP-3, Appendix 2, then the one in IWCP-3 will take precedence.

APPENDIX 2

PRE-EVOLUTION BRIEFING RECORD

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Work Control No. & Revision No. (if applicable) _____

Evolution Supervisor: _____

A. Time, Date, and Location of PEB: _____

B. Applicable Procedure Number: _____

C. Evolution Description: _____

D. Personnel Attending:

EMPL #	NAME	INITIALS	EMPL #	NAME	INITIALS
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

E. Trainees Attending:

EMPL #	NAME	INITIALS	EMPL #	NAME	INITIALS
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Briefing Check Off List:

Initials or N/A:

PRE-BRIEF

1. All required personnel are in attendance. _____
2. All required personnel have satisfied initial and continuing training and qualification requirements to perform the evolution. _____
3. All required personnel have reviewed the applicable documentation listed in B above _____
4. All required documents available at the PEB are approved and current. _____
5. The assigned PEB location is adequate for the briefing. _____

APPENDIX 2

PRE-EVOLUTION BRIEFING RECORD (continued)

Page 2 of 3

Briefing Check Off List:

Initials or N/A:

BRIEF

6. The evolution and PEB are scheduled on the POD. _____
7. The scope of work to be performed and responsibilities of each individual were specifically identified. _____
8. The current facility conditions, tagouts, valve lineups, and work permits relating to this evolution have been discussed. _____
9. The precautions, limitations, initial conditions, and prerequisites were adequately reviewed. _____
10. Reliable and adequate communications are available, are verified operable and periodic operability checks are discussed. _____
11. The required tools and equipment are available, and verified operable. _____
12. The necessary instrumentation is adequately tested and calibrated. _____
13. All required alarms are in commission. _____
14. All personnel who will be taking, receiving or transmitting data are familiar with the data requirements. _____
15. Appropriate log sheets, material transfer, and data recording forms are available. _____
16. Personnel are informed of expected instrument readings and system response. _____
17. The potential hazards associated with the evolution have been discussed (OSA). _____
18. Identification of hazardous chemicals used, methods used to detect a release and controls available to protect against over exposure have been discussed. All required personnel are Waste Generator Qualified. _____
- 18A. Are hazardous materials (e.g., substances, wastes, or chemicals) present?
[] Yes [] No (If answer is No, no further action is required. If Yes, complete the Hazardous Material Release Prevention/Preparedness Management Assessment Checklist. _____)
19. All necessary safety equipment is available. _____
20. Personnel protective equipment requirements have been discussed. _____
21. Dosimetry and radiological conditions and requirements have been discussed. _____
22. Actions to be taken in the event of casualties were discussed. _____
23. Related past problems, unusual events, and occurrences were discussed. _____

APPENDIX 2

PRE-EVOLUTION BRIEFING RECORD (continued)

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Briefing Check Off List:

Initials or N/A:

- 24. Potential shift changes and watch reliefs discussed. _____
- 25. All applicable NMSLs and CSOLs have been discussed. _____
- 26. All personnel understand egress procedures and egress areas. _____
- 27. Special radiological control requirements have been discussed. _____
- 28. Radiological limiting conditions that would void the RWP (if applicable) have been discussed. _____
- 29. Radiological control hold points have been discussed. _____
- 30. Provisions for housekeeping and final clean up have been discussed. _____
- 31. All applicable pages from the WSRIC have been discussed and available. _____
- 32. A final summary of the evolution was performed. _____
- 33. All questions have been adequately answered. _____

Summary of Topics Discussed (if not adequately documented previously):

The Job Hazard Analysis (JHA) has been discussed. _____

The above minimum requirements have been met and I acknowledge that the individuals performing this evolution are fully trained and qualified. I personally conducted this PEB in sufficient detail to ensure safe conduct of the evolution.

_____/_____
Evolution Supervisor Date

Reviewed By:

_____/_____
Operations Manager Date

INS-010-SSOC-EWP

APPENDIX 3

MINOR MAINTENANCE WORK ACTIVITIES

The table below provides the category of activities that may be performed via Minor Maintenance as defined in 1-E33-IWCP-3, Section 6.7.. These activities may be performed in radiation areas using RWP's, as required. Refer to the following Minor Maintenance JHA Checklist for the appropriate Job Hazard Analysis (JHA).

TREND CODE	ACTIVITY DESCRIPTION
R01	Re-lamping - Replacement of lamps; panel board annunciator lamps (as long as panel doesn't have to be taken out of service); visual inspection, cleaning, and re-lamping of panel board indicators.
R02	Facility Rework - Rework/replacement of doors, windows, walls, ceiling/floor covering, steps, locks, etc. (like for like replacement, as applicable to non-safety systems/equipment. (Pre-survey for asbestos/lead in materials & coatings.)
R03	Painting - General upkeep painting of equipment, offices and buildings. Painting of crosswalks and other similar markings.
R04	Restroom Rework - Rework/replacement of all restroom fixtures or plumbing (or unplug/clean out of drains)
R05	Potable Water Filter Maintenance - Rework/replacement of filter assemblies and periodic replacement of filter cartridges (e.g., on drinking fountains, eye wash stations).
R06	Freeze Protection Inspection/Rework - Perform inspections to verify operation, TS&R of hardwired heat trace and portable heaters.
R07	TS&R Non-safety class HVAC - Inspection, cleaning, troubleshooting and minor rework (must be like-for-like material) of HVAC units. Replacement of NON-HEPA air filters and inspections that do not require tag out.
R08	Barricades, Placards, Signs and Labels - Inspections, fabrication and placement of barricades, placards, signs and labels.
R09	Instrument Tags - Fabricate and install instrument, valve, or instrument valve tags. (No breach of system.)
R10	Troubleshooting & Rework (TS&R) of System/Equipment Problems - Troubleshooting and Rework of system/equipment problems to determine cause of malfunction and performing rework necessary to return system/equipment to service. TS&R of energized circuits shall follow the requirements of HSP 15.00.
R11	Control Panels (Mechanical & Electrical) - Replace missing panel covers, screws, or handles on mechanical/electrical control panels.
R12	Equipment Lube LEVEL 1s - Verification of equipment lubrication reservoir levels and addition of lubricant as required.
R13	Equipment Inspection/Adjustments - Visual inspection, cleaning, packing adjustment, thermographic checks, vibration checks, etc.
R14	Security Gate/Fence Maintenance - Inspection, Cleaning, adjustment, and minor rework of security gate operating equipment and barrier arms. (Must be like for like material; if digging is required, use excavation permit/soil disturbance).
R15	Scaffold Assemble/Disassemble - Installation and removal of scaffolding. Includes storage relocation activities.

APPENDIX 3

MINOR MAINTENANCE WORK ACTIVITIES

TREND CODE	ACTIVITY DESCRIPTION
R16	Engineering Investigation Support - Support for engineering investigations limited to equipment access and taking of measurements or determine as-built condition, not requiring interruption of operations or disassembly of equipment. <u>No equipment configuration changes or adjustments.</u>
R17	Operations Support - Support for initial inspections, walkdowns, pre-approved operating procedure activities, as-built activity, verifying the operation/function/calibration of instruments or equipment, rigging activities.
R18	120V Electrical Circuits - Replacement of light switch or 120V receptacles, ballast replacement, TS&R of 120V hard wired equipment.
R19	Minor Mechanical Rework - Rework of non-chemical, non contaminated piping systems where a permitted LO/TO is required. Rework of grating, handrails, and ironwork.
R20	Swamp Coolers - Inspection, cleaning, TS&R, and adjustment of swamp coolers (must be like for like material).
R21	Shop Fabrication - Fabricate/rework of equipment/systems in shop. Fabrications are permitted for non-safety class equipment and systems.

APPENDIX 4
EWP EMPLOYEE FEEDBACK SURVEY

Instructions:

You as SSOC employees are being surveyed on your perceptions of the work environment. Please answer these questions based on your perceptions today. The results will be used to improve the work control process on plant site. Your input is critical. You do not need to put your name on this survey. All individual results will be kept strictly confidential. Please provide comments on the back of this sheet.

1. Your involvement in the work planning process is ...

1	2	3	4	5
I never see the work package until it is approved		I am adequately involved in the up front planning		I am too involved in the planning process.

2. The hazard analysis and controls used for the job are ...

1	2	3	4	5
Inadequate		Adequate for the work performed		Excessive or too restrictive

3. My understanding of the safety requirements for my job is ...

1	2	3
Inadequate		Adequate

4. Teamwork among the appropriate workers is ...

1	2	3
Inadequate		Adequate

5. The technical accuracy and workability of work instructions are ...

1	2	3
Inadequate		Adequate

6. The level of detail in work instructions are ...

1	2	3	4	5
Not enough detail		Correct amount of detail		Too much detail

7. Craft knowledge to perform work is ...

1	2	3	4	5
Not used enough		Adequately used		Excessively used

8. On-the-job supervision is ...

1	2	3	4	5
Too little		Adequate		Excessive

APPENDIX 4
EWP EMPLOYEE FEEDBACK SURVEY (continued)

9. The overall time to plan, review and approve a work package is ...

1	2	3	4	5
Not sufficient		Adequate		Too long

10. My opinion regarding how long it will take to do the job, and what resources are needed is ...

1	2	3
Never considered	Always considered	

11. The work is performed as scheduled ...

1	2	3
Rarely	Always	

12. The people needed for me to perform my job as scheduled are ...

1	2	3
Rarely at the right place & time	Always at the right place & time	

13. The parts and equipment needed for me to do my job as scheduled are ...

1	2	3
Never available when needed	Always available when needed	

14. The correct paper (work package, permits, etc.) needed for me to do my job as scheduled are ...

1	2	3
Never available when needed	Always available when needed	

15. I feel that my opinions regarding “doing the job safely and efficiently” are ...

1	2	3
Never considered	Always considered	

16. I feel that the EWP principles to help me to work safer and more productive are ...

1	2	3	4	5
Not working at all	Making a positive improvement		Being overly applied	